

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

DBW HQ
2000 EVERGREEN ST, SUITE 100
SACRAMENTO, CA 95815-3888



Employee Name	TSUNEYOSHI, Raynor
Expense Dates	08/13/09-08/16/09
Total Expense Amount	584.00
Amount Due Employee	146.00
Form ID	TEA000493496

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	08/16	Parking, Auto	36.00	
2)	08/16	Gasoline	24.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:



Travel & Expense Account Summary

Employee Name Raynor TSUNEYOSHI
Expense Dates 08/13/09-08/16/09
Report Name Town Hall Meeting
 Discuss AB 166
 Marina Del Rey, CA

Request Total \$ 584.00
Direct Charge Total - 438.00
Travel Advances - 0.00
Net Due Employee = 146.00

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Town Hall, etc.	584.00

NOTE: (d)=Direct Charge

DATE	Thu Aug 13	Fri Aug 14	Sun Aug 16							TOTAL
Breakfast	6.00	6.00	6.00							18.00
Lunch	10.00	10.00								20.00
Dinner	18.00	18.00								36.00
Incidentals		6.00	6.00							12.00
Parking, Auto			36.00							36.00
Gasoline			24.00							24.00
Commercial Air Fare (d)			313.20							313.20
Auto Rental (d)			124.80							124.80
TOTALS \$	34.00	40.00	510.00							584.00

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Town Hall,	08/13/09	Breakfast	6.00	Cash
Regular Travel	Town Hall,	08/13/09	Lunch	10.00	Cash
Regular Travel	Town Hall,	08/13/09	Dinner	18.00	Cash
Regular Travel	Town Hall,	08/14/09	Breakfast	6.00	Cash
Regular Travel	Town Hall,	08/14/09	Lunch	10.00	Cash
Regular Travel	Town Hall,	08/14/09	Dinner	18.00	Cash
Regular Travel	Town Hall,	08/14/09	Incidentals	6.00	Cash
Regular Travel	Town Hall,	08/16/09	Parking, Auto	36.00	Cash
Regular Travel	Town Hall,	08/16/09	Gasoline	24.00	Cash
Regular Travel	Town Hall,	08/16/09	Breakfast	6.00	Cash
Regular Travel	Town Hall,	08/16/09	Incidentals	6.00	Cash
Regular Travel	Town Hall,	08/16/09	Commercial Air Fare	313.20	Direct Charge
Regular Travel	Town Hall,	08/16/09	Auto Rental	124.80	Direct Charge

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Employee Name	TSUNEYOSHI, Raynor
Expense Dates	08/20/09-08/28/09
Total Expense Amount	751.03
Amount Due Employee	751.03
Form ID	TEA000500895

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

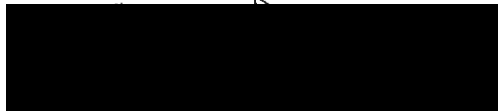
	Date	Expense Item	Amount	If not submitted - Explain
1)	08/23	Lodging	108.90	
2)	08/24	Lodging	108.90	
3)	08/25	Lodging	94.13	
4)	08/26	Lodging	94.13	
5)	08/27	Lodging	94.97	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	#46a DPA required - Lodging	Did you obtain prior written approval to exceed the maximum allowed?	Yes
2)	#46a DPA required - Lodging	Did you obtain prior written approval to exceed the maximum allowed?	Yes

I have reviewed the following documents.

Approved
by:



Travel & Expense Account Summary

Employee Name Raynor TSUNEYOSHI
Expense Dates 08/20/09-08/28/09
Report Name Coast Harbor Visits

Request Total \$ 751.03
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 751.03

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Coast Harbor	751.03

NOTE: (d)=Direct Charge

DATE	Thu Aug 20	Sun Aug 23	Mon Aug 24	Tue Aug 25	Wed Aug 26	Thu Aug 27	Fri Aug 28			TOTAL
Lunch	10.00	10.00	10.00	10.00	10.00	10.00	10.00			70.00
Dinner	18.00	18.00	18.00	18.00	18.00	18.00				108.00
Lodging		108.90	108.90	94.13	94.13	94.97				501.03
Breakfast		6.00	6.00	6.00	6.00	6.00	6.00			36.00
Incidentals		6.00	6.00	6.00	6.00	6.00	6.00			36.00
TOTALS \$	28.00	148.90	148.90	134.13	134.13	134.97	22.00			751.03

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Coast Harbor	08/20/09	Lunch	10.00	Cash
Regular Travel	Coast Harbor	08/20/09	Dinner	18.00	Cash
Regular Travel	Coast Harbor	08/23/09	Lodging	108.90	Cash
Regular Travel	Coast Harbor	08/23/09	Breakfast	6.00	Cash
Regular Travel	Coast Harbor	08/23/09	Lunch	10.00	Cash
Regular Travel	Coast Harbor	08/23/09	Dinner	18.00	Cash
Regular Travel	Coast Harbor	08/23/09	Incidentals	6.00	Cash
Regular Travel	Coast Harbor	08/24/09	Lodging	108.90	Cash
Regular Travel	Coast Harbor	08/24/09	Breakfast	6.00	Cash
Regular Travel	Coast Harbor	08/24/09	Lunch	10.00	Cash
Regular Travel	Coast Harbor	08/24/09	Dinner	18.00	Cash
Regular Travel	Coast Harbor	08/24/09	Incidentals	6.00	Cash
Regular Travel	Coast Harbor	08/25/09	Lodging	94.13	Cash
Regular Travel	Coast Harbor	08/25/09	Breakfast	6.00	Cash
Regular Travel	Coast Harbor	08/25/09	Lunch	10.00	Cash
Regular Travel	Coast Harbor	08/25/09	Dinner	18.00	Cash
Regular Travel	Coast Harbor	08/25/09	Incidentals	6.00	Cash
Regular Travel	Coast Harbor	08/26/09	Lodging	94.13	Cash
Regular Travel	Coast Harbor	08/26/09	Breakfast	6.00	Cash
Regular Travel	Coast Harbor	08/26/09	Lunch	10.00	Cash
Regular Travel	Coast Harbor	08/26/09	Dinner	18.00	Cash
Regular Travel	Coast Harbor	08/26/09	Incidentals	6.00	Cash
Regular Travel	Coast Harbor	08/27/09	Lodging	94.97	Cash
Regular Travel	Coast Harbor	08/27/09	Breakfast	6.00	Cash
Regular Travel	Coast Harbor	08/27/09	Lunch	10.00	Cash
Regular Travel	Coast Harbor	08/27/09	Dinner	18.00	Cash
Regular Travel	Coast Harbor	08/27/09	Incidentals	6.00	Cash
Regular Travel	Coast Harbor	08/28/09	Breakfast	6.00	Cash
Regular Travel	Coast Harbor	08/28/09	Lunch	10.00	Cash
Regular Travel	Coast Harbor	08/28/09	Incidentals	6.00	Cash